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OS REGISTRY  
FILE  
FEB 1979

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert W. Gambino  
Director of Security

SUBJECT: Office of Security Significant Activities  
Week of 15 February 1979 (U)

REFERENCE: DDA Administrative Instruction No. 74-5

1. This memorandum is for information only. (U)
2. The activities of the Office of Security during the week of 15 - 21 February 1979 were highlighted by the following items:

- a. Highlights of support rendered during this week's snow emergency include: (1) the transportation to work of several key personnel, including the DDO and the DDCI; (2) response with information, advice or aid to the literally thousands of phone calls which poured into the Security Duty Office; (3) an Office employee volunteered himself and his own four-wheel drive vehicle and successfully transported, from the Treasury Department, this week's Agency payroll checks; and (4) Office of Security employees and Federal Protective Officers worked extra shifts to ensure the safety and security of Agency personnel and facilities throughout the emergency. (U)

- b. During this period the Headquarters phase of the review for destruction of expired temporary records was initiated. Procedures for identifying, auditing, packaging and destroying such records were initiated. (U)

- c. During this week, Office of Security representatives conducted a technical inspection



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25X1A d. A representative of this Office returned this week [REDACTED] where he had been actively involved in providing security support prior to and during the [REDACTED] and during the subsequent evacuation of personnel. (C)

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3. Projected Office of Security activity of possible interest at the Directorate level includes: (U)

Office representatives will provide police liaison support to the Office of Technical Service between 24 February and 9 March during OTS testing of clandestine transmission equipment in Atlanta, Georgia. (C)

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Robert W. Gambino

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